



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, April 7, 2004 @ 4:00 P.M.

City Hall Room 107

I. CALL TO ORDER

The meeting was called to order by President Deborah Smith at 4:05 p.m. In attendance were Commissioners Floyd DeForest and Ray Murdaugh; Civil Service Personnel Director Karen Scholle; DPW Deputy Director/City Engineer Mohammed Al-Shatel; Public Safety Director Tony Kleibecker; Assistant City Manager Lee Slaughter.

II. MINUTES

As there were no corrections for the pending minutes of the March 3, 2004 CSC regular meeting, the minutes were adopted as presented.

Motion by DeForest, support by Murdaugh, to adopt the minutes from the March 3, 2004 regular Civil Service Commission meeting.

VOTE: Three yeas, zero nays. Motion carried.

III. ACTION AGENDA

A. Request for FMLA Leave of Absence

A request for intermittent FMLA leave from Civil Engineer Mike Smith, with all necessary managerial approvals, was presented. As this clearly was a FMLA-covered situation, discussion was minimal.

Motion by DeForest, support by Murdaugh, to approve Mike Smith's intermittent FMLA leave request.

VOTE: Three yeas, zero nays. Motion carried.

B. Department of Public Works Superintendent Positions

DPW Deputy Director/City Engineer Mohammed Al-Shatel submitted a request to officially adopt the job descriptions for the Superintendent of Public Utilities and Public Works, which were approved for a temporary trial period at the July 2, 2003, CSC regular meeting, and move forward in filling the management-approved personnel requisitions to fill the positions as regularly scheduled full-time jobs.

Following brief discussion concerning the outcome of the trial period, the CSC took the following action:

Motion by Murdaugh, support by DeForest, to adopt the superintendents' job descriptions and approve the request to fill the two positions.

VOTE: Three yeas, zero nays. Motion carried.

C. Police Records Supervisor Reallocation & Revised Job Description

Pursuant to discussion with Public Safety Director Tony Kleibecker regarding the duties and supervisory responsibilities of the Police Records Supervisor position, the CSC took the following action.

Motion by DeForest, support by Murdaugh, to upgrade the Police Records Supervisor position from Pay Grade 10 to Pay Grade 8 and adopt the revised and updated job description.

VOTE: Three yeas, zero nays. Motion carried.

D. Unauthorized Absences/No Pay Policy Revision Proposal

After lengthy discussion concerning the Absence/No Pay Policy proposal, particularly the issue of discontinuation of benefits, the CSC referred the policy proposal back to staff for clarification and possible revision in addressing the issue.

E. Background Check Policy Proposal

This item was moved to the Action Agenda from the Director's Report. Following discussion, the CSC took the following action to adopt the Background Check Policy Proposal, which also met with the City Manager's approval.

Motion by Murdaugh, support by DeForest, to approve and adopt the Background Check Policy Proposal.

VOTE: Three yeas, zero nays. Motion carried.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Background Check Policy Proposal

This item was moved to the Action Agenda.

B. Job/Salary Reclassification Policy Proposal

At the Commission's request, a letter to the City Manager expressing the CSC's view and desire of a policy proposal was drafted and approved, which will be signed by the Commissioners and sent to the City Manager

C. Organizational structure change to Public Safety

The Commission was advised of the structural reorganization combining the Police, Fire, and Inspections Departments under the umbrella of Public Safety, as provided by the city charter and ordinance passage. The Public Safety Division is headed by Tony Kleibecker, formerly Chief of Police and now Public Safety Director, and Bob Grabinski, formerly Director of Inspections and now Deputy Director of Public Safety for Fire Services.

V. STATUS OF RECRUITMENTS

- A. Assistant City Engineer: Due to the ongoing budget challenges, DPW management requested cancellation of this recruitment. Candidates of record will be sent letters advising them of this change. Applications to be kept on file for possible future reference.
- B. City Seasonals 2004: There are 162 applications on file and more applications coming in daily. Seasonal hiring is underway, with several employees already on staff.
- C. Customer Service Representative I: There are 119 applications on file.
- D. Customer Service Representative II: Sixty-four applications on file.
- E. Fire Battalion Chief: Recruitment complete; the successful candidate, Mark Johnson, to be appointed effective April 11, 2004.
- F. Firefighter 2004: Ninety-nine applications on file.
- G. Police Officer 2004: Applications are under review for acceptance to the oral exam.
- H. Police Officer 2005: There are fourteen applications on file.

- I. Water Plant Operator: Twenty-four candidates took the written exam on March 17; oral exams to be held in April.

VI. APPOINTMENTS

A. New Appointments

Permanent

Seasonal/Part Time

Chad Lowing, Lifeguard, 3/19/04.

Dave Wikman, Harbormaster, 3/19/04.

B. Promotions:

Permanent Employees

Robert Grabinski, promoted from Director of Inspections to Deputy Director of Public Safety for Fire Services effective 3/28/04.

Anthony Kleibecker, promoted from Police Chief to Director of Public Safety effective 3/28/04.

Seasonal/Part Time

C. Transfers

Permanent Employees

Arthur Backstrom, returned to Fire Lieutenant from Acting Fire Captain, 3/28/04.

Kenneth Chudy, returned to Battalion Chief from Acting Fire Chief, 3/28/04.

Mark Johnson, returned to Captain from Acting Battalion Chief, 3/28/04.

Barry Searles, returned to Firefighter from Acting Lieutenant, 3/28/04.

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Seasonal Employees

E. Temporary Assignments

Permanent Employees

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Bernard Raymond, Equipment Operator, Group 1, 1st violation, 3/25/04.

Glen Berry, Police Officer, Group 1, 1st violation, 3/30/04.

Joseph Bishop, Equipment Operator, Group 1, 1st violation, 3/10/04.

Peter Rollenhagen, Leisure Service Maintenance II, Group 1, 1st violation, 3/8/04.

Seasonal/Part Time

B. Suspensions

Permanent Employees

Rescind, Joseph Bishop, Equipment Operator, Group 1, 2nd violation. 11/25/03.

Timothy Fields, Water/Sewer Maintenance Worker, 3-day suspension, Group 1, 3rd violation.

David McNeil, Police Officer, returned to work from Administrative suspension.

Seasonal/Part Time

C. Terminations

Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

David Richard, Horticulturist, 4/02/04.

David Sova, Water/Sewer Maintenance Worker, 4/7/04.

Seasonal/Part Time

B. Job Terminations

Permanent Employees

Seasonal/Part Time

C. Other

Retirements

Leave of Absence

Terees Williams, Customer Service Rep. II, FMLA, 3/1/04.

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

Employee Assistance Program Workshop-Supervisory Training

Pat Bice, Administrative Services Supervisor, 2/26/04.

American Red Cross-Adult CPR

Eric Buckley, Equipment Operator, 1/23/04.

Highrise Strategy/Tactics & IMS

Jim Diffell, Fire Lieutenant, 2/26/04.

Professional Emergency Manager Designation

Robert Grabinski, Deputy Director of Public Safety for Fire Services, 2/26/04.

Joe Hannon, Fire Lieutenant, 2/26/04.

Pumps for Fire Protection

Scott Hemmelsbach, Fire Inspector, 2/26/04.

Lead Safe Work Practices Training for Trainers Course

Marc Johnson, Housing Rehab. Inspector, 3/2/04.

Employee Assistance Program Workshop-Supervisory Training

Bob Kuhn, Public Works Director, 2/26/04.

International Assoc. of Electrical Inspectors, Energy Code; Solar & Wind Turbines; Fire Stopping Products; Questions on Code,

Donald La Brenz II, Electrical Inspector, 12/4/03.

Fundamentals of the 2003 IRC Course

Donald La Brenz II, Electrical Inspector, 2/4/04.

Nicet Level Two Test Prep

Donald La Brenz II, Electrical Inspector, 2/10/04.

Means of Egress Course

Donald La Brenz II, Electrical Inspector, 3/2/04.

Soil/Foundations, IRC 2003 Course

Donald La Brenz II, Electrical Inspector, 3/2/04.

Occupancy Classifications and Separations Course

Donald La Brenz II, Electrical Inspector, 3/02/04.

Highrise Strategy/Tactics & IMS

Mark Taylor, Fire Lieutenant, 2/26/04.

Law Enforcement Certificate-MCOLES

Timothy Titus, Police Officer, 3/1/04.

B. Letters of Commendation

Michael Addicott, Police Officer, letter of appreciation via Director of Public Safety Anthony Kleibecker, from Citizen Tom Johnson for his assistance and caring in freeing a stranded citizen.

Steve Irvine, Police Officer, received a letter of appreciation from Linda DeVries of Muskegon Christian School for his effective teaching of the DARE program curriculum.

The following employee received a letter of congratulations via Public Safety Director Kleibecker from Sgt. Jon Baker for their actions to protect residents at a Mason Street address from two armed escapees. Their actions prevented a potentially violent situation and brought it to a peaceful close:

Greg Bonebrake, Police Officer, 3/10/04.

Shawn Bride, Police Lieutenant, 3/10/04.

Adam Dent, Police Officer, 3/10/04.

Brett DeAugustine, Police Officer, 3/10/04.

Chad Nader, Police Officer, 3/10/04.

Tim Titus, Police Officer, 3/10/04.

C. Reassignment of Duties

X. OTHER BUSINESS

There were no expenditures for contract temporary office employees during the month of March.

XI. ADJOURNMENT

With no other business to attend to, the meeting adjourned at 5:09 p.m.

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

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